

TIME LIMITED – NO BENEFITS

Utah County Clerk/Auditor has the following position available:

ELECTION CLERK – Data Entry

The candidate selected for this position must be available to work:

Monday-Friday, 8:00 A.M. - 5:00 P.M.

Hourly Wage: \$10.50-\$12.50, depending upon experience

Dates: Varies through out the 2018 Election Cycle
Peak Times: May – July, September – November

Duties will include:

Data Entry
Sorting and filing
Answering telephones
Processing applications

Selected applicants must be able to lift up to 30 pounds on a regular basis.

Please refer to the Utah County web site at: www.utahcounty.gov/jobs for a Utah County Job Application. Bring a completed application when you meet with Karlee Jarvis.

If interested in this position please contact:

Utah County Clerk/Auditor
Karlee Jarvis - (801) 851-8121
karleej@utahcounty.gov
Utah County Administration Building
100 E Center Street, Suite 3100, Provo, UT 84601